**Reject Reasons**

When a new request is submitted you will receive an email notification that a request has been assigned (client will determine how requests/orders are routed). You will view the request and review the information entered in the fields in the Property and Request record. You will also review the supporting document(s) that have been supplied to you. If you determine the request is missing some information you can “Reject the Request” and send it back to the Loan Officer to address the rejection reason you supplied. Below is a screenshot of our default reject reasons. Please review and advise if you would like to edit, add or delete any of the reasons listed:

A screenshot of a computer screen

Description automatically generated